

# Personal Information and Electronic Document Protection

## COLLECTION OF PERSONAL INFORMATION

Personal information collected from Association Members is used only to meet the purposes and obligations for which the information is intended and that are reasonable within the scope and function of the Association.

## CONSENT TO COLLECT, USE AND DISCLOSE PERSONAL INFORMATION

Consent may be implied, express, or the Member may opt out.

**Implied Consent** – personal information (Membership information, demographic data) that is collected to carry out the business of the organization and for the purposes of Membership are considered implied and reasonable.

**Express Consent** – for specific areas of business within the organization a Member will provide consent in writing or verbally. The written consent may be given electronically (email) and a copy of that consent is recorded by the Association.

**Opt-out Consent** – for certain functions within the organization a Member will be provided with the choice of opting out of providing consent.

## LIMITS

The Association limits its collection, use, and disclosure of personal information to what is necessary for carrying out the Association's obligations.

## ACCURACY

To ensure that personal information is correct, complete and current information is collectively obtained from the individual directly and through the Canadian Athletic Therapists Association's Membership database.

## SECURITY MEASURES

Association security measures include physical, administrative, and technical safeguards.

### Physical safeguards include:

- shredding papers containing personal information (rather than discarding in a garbage can or recycling bin)

### Administrative safeguards include:

- restricting access to personal information to Board of Directors and Committee Chairpersons who need access.

**Technical safeguards include:**

- using anti-virus programs on computers;
- using password-protected computers; and
- frequently changing passwords for email accounts of Officers of the Association.

**INFORMATION RETENTION AND DESTRUCTION**

The Association retention periods or schedules for information are based on financial, legal, audit, and operational requirements.

Safe business practices are followed and care is taken in disposing of or destroying personal information to prevent unauthorized parties from gaining access to information.

**ACCESS REQUESTS**

Access requests are received by the Board of Directors.

**ENQUIRIES AND COMPLAINTS**

Responses to enquiries and complaints are handled by the Board of Directors.